

Major Duties and Responsibilities

Incumbent is required to be a multi-skilled technician able to independently complete the job duties and responsibilities. Incumbent must be able to construct, replace, repair and/or maintain Embassy systems, structures and equipment. Incumbent must apply expertise and knowledge of trade practices and methods in order to complete work in accordance with trade standards. Work will be carried out based on schematic drawings or designs as necessary. The work occurs on the Embassy compound and at Embassy residences. Incumbent must work on their own initiative and without significant technical guidance from the supervisor. Incumbent must appropriately report issues to supervisor.

Incumbent must be able to assess projects and maintenance needs to identify and evaluate problems, options and potential solutions. Work requires disassembling and re-assembling systems, fixtures and equipment. Incumbent must choose appropriate materials, supplies and tools and fully understand the need, selection and use of safety equipment.

Incumbent is required to perform ironwork and welding for projects and maintenance such as security grills for windows, doors and air conditioners, safety fences for swimming pools and other areas, drainage grates and piping.

Incumbent is required to perform carpentry work on fixtures and items such as office furniture, doors, windows, shelves and cabinets.

Incumbent is required to construct, install, maintain and repair equipment and fixtures such as window screens, roof hatches, utility vaults, fire extinguishers and similar.

Incumbent will assist with other projects and maintenance needs when requested by supervisor.

Incumbent provides backup support to Facility Management Office when the work order clerk or maintenance foreman is absent. Duties include monitoring and processing work orders, BPAs and purchase orders, processing security access requests, communication with clients via email and phone, and providing administrative support.